OLRS Communication

What?   2012 Fall Enhancement Release

Who?   OLRS Professional Users

Why?   Enhancements to Insight Enterprise Functionality

When?   Effective October 27, 2012

Message: On Saturday, October 27 enhancements are scheduled to be released within OLRS Insight.

PDF Application Printing Improvements

The PDF application printing process has been improved to automatically include the resume text portion of the application when printing applications with attachments.

Additionally, performance improvements have been made to the PDF printing process. As part of this process, you will now be able to view the number of PDF jobs in the queue to be processed as well as an estimate of when your batch PDF report will be completed.

Navigation: CandidateTrack > Active   OR   CandidateTrack > Closed

Revert to Previous Step Improvements

This improvement helps protect users from the common mistake of selecting 'Revert to Previous' step when they do not intend to do so. When a user chooses the 'Revert to Previous Step' action in an evaluation step (either on the exam plan in Insight or in the OHC Evaluation Steps), after they click 'Go', a dialogue box is displayed that says the following:

> *'This action will remove any applicant scores or test schedules in this evaluation step. Click 'OK' to continue or 'Cancel' to leave applicants in this step and retain their data.'*

When applicants are reverted to a previous step within an exam plan, any scores and scheduled test dates will continue to be removed from the step. However, with this enhancement the system will retain notices that have been generated in the step so that an audit history of correspondence to applicants is maintained. These notices can be viewed from the Master Profile. When viewing the notice history of an applicant, if the candidate was reverted to the previous step where a notice was generated, the step name will be grayed out on the notices list.

Navigation: CandidateTrack > Exam Plan > view exam plan >
View Applicants by Step > action: Revert to Previous Step

Released September 29:

Insight Referral List Improvements

The display of the listing of Referred Lists in Insight now shows one line per requisition, rather than one line per requisition and job posting. This means that if you have referred candidates from multiple exam plans to a single requisition, you will now have one consolidated list in Insight of the candidates referred to the requisition rather than several rows of lists to view, where the candidates are split out into separate lists based on the exam plan from which they were referred. The primary benefit of this is that the list of candidates displayed on the Referred List in Insight will now always be the same list of candidates that are viewed on the Referred List in the OHC.
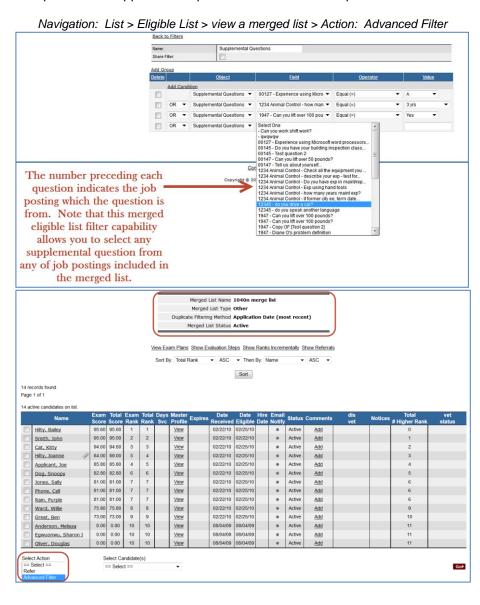
Navigation: List > Referred

Navigation: List > Referred > view list

Note that the job information is no longer listed as part of the header information on the Referred Candidates page since a requisition can be associated with multiple exam plans.

Advanced Filtering to Merged Eligible Lists

Merged eligible lists have been modified to allow for the same advanced filtering capabilities that exist on standard eligible lists. This means you now have the ability to create and save filters that can include complex "and/or" logic. Additionally, you now have the ability to filter on supplemental questions in merged eligible lists where lists are being merged from more than one exam plan. This allows you to select applicants with a particular response to a supplemental question in one exam plan and applicants with a particular response to a supplemental question in another exam plan.

Navigation: List > Eligible List > view a merged list > Action: Advanced Filter

The number preceding each question indicates the job posting which the question is from. Note that this merged eligible list filter capability allows you to select any supplemental question from any of job postings included in the merged list.

		Object	Field	Operator	Value
		Supplemental Questions ▼	00127 - Experience using Micro ▼	Equal (=) ▼	A ▼
	OR ▼	Supplemental Questions ▼	1234 Animal Control - how man ▼	Equal (=) ▼	3 yrs ▼
	OR ▼	Supplemental Questions ▼	1947 - Can you lift over 100 pou ▼	Equal (=) ▼	Yes ▼
	OR ▼	Supplemental Questions ▼	Select One		

Merged List Name **1040n merge list**
Merged List Type **Other**
Duplicate Filtering Method **Application Date (most recent)**
Merged List Status **Active**

View Exam Plans Show Evaluation Steps Show Ranks Incrementally Show Referrals

Sort By: Total Rank ▼ ASC ▼ Then By: Name ▼ ASC ▼

Sort

14 records found.
Page 1 of 1

14 active candidates on list.

	Name	Exam Score	Total Score	Exam Rank	Total Rank	Days Svc	Master Profile	Expires	Date Received	Date Eligible	Hire Date	Email Notify	Status	Comments	dis vet	Notices	Total # Higher Rank	vet status
	Hilty, Bailey	95.60	95.60	1	1		View		02/22/10	02/22/10		●	Active	Add			0	
	Smith, John	95.00	95.00	2	2		View		02/22/10	02/22/10		●	Active	Add			1	
	Cat, Kitty	94.60	94.60	3	3		View		02/22/10	02/25/10		●	Active	Add			2	
	Hilty, Joanne	84.00	89.00	5	4		View		02/22/10	02/25/10		●	Active	Add			3	
	Applicant, Joe	85.80	85.80	4	5		View		02/22/10	02/25/10		●	Active	Add			4	
	Dog, Snoopy	82.80	82.80	6	6		View		02/22/10	02/25/10		●	Active	Add			5	
	Jones, Sally	81.00	81.00	7	7		View		02/22/10	02/25/10		●	Active	Add			6	
	Phone, Cell	81.00	81.00	7	7		View		02/22/10	02/25/10		●	Active	Add			6	
	Rain, Purple	81.00	81.00	7	7		View		02/22/10	02/25/10		●	Active	Add			6	
	Ward, Willie	75.80	75.80	8	8		View		02/22/10	02/25/10		●	Active	Add			9	
	Great, Ben	73.00	73.00	9	9		View		02/22/10	02/25/10		●	Active	Add			10	
	Anderson, Melissa	0.00	0.00	10	10		View		08/04/09	08/04/09		●	Active	Add			11	
	Egwuonwu, Sharon I	0.00	0.00	10	10		View		08/04/09	08/04/09		●	Active	Add			11	
	Oliver, Douglas	0.00	0.00	10	10		View		08/04/09	08/04/09		●	Active	Add			11	

Select Action   Select Candidate(s)
== Select ==   == Select == ▼
Refer
Advanced Filter   Go▶

Additional Information: Submit a request to the DES HR Service Center (servicecenter@dop.wa.gov) to inactivate Insight users when staff not longer needs access to the system. Your agency OHC Liaison can inactivate OHC access. It is important to maintain the security of the system by inactivating those staff members who leave the position where system access was needed in a timely manner.

Questions? Contact:
Service Center: (360) 664-6400
Email Contact: servicecenter@dop.wa.gov

Want to review past communications? Visit OLRS Notices on the HR website.